

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DBW HQ  
2000 EVERGREEN ST, SUITE 100  
SACRAMENTO, CA 95815-3888



Employee Name	TSUNEYOSHI, Raynor
Expense Dates	03/19/10-03/22/10
Total Expense Amount	812.85
Amount Due Employee	332.14
Form ID	TEA000620299

**DIRECTIONS FOR SUBMISSION**

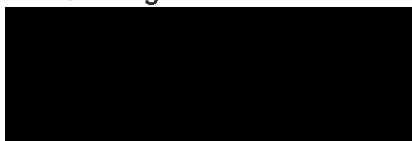
1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/19	Lodging	100.57	
2)	03/20	Lodging	100.57	
3)	03/22	Parking, Auto	36.00	
4)	03/22	Gasoline	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



## Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI  
Expense Dates 03/19/10-03/22/10  
Report Name USPS Spring Conference

Request Total \$ 812.85  
Direct Charge Total - 480.71  
Travel Advances - 0.00  
Net Due Employee = **332.14**

### Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	USPS Conf	812.85

US Power Squadron Spring Conference

NOTE: (d)=Direct Charge

DATE	Fri Mar 19	Sat Mar 20	Sun Mar 21	Mon Mar 22						TOTAL
Lodging	100.57	100.57								201.14
Breakfast	6.00	6.00	6.00	6.00						24.00
Lunch	10.00			10.00						20.00
Dinner	18.00									18.00
Incidentals		6.00	6.00	6.00						18.00
Parking, Auto				36.00						36.00
Auto Rental (d)				156.31						156.31
Commercial Air Fare (d)				324.40						324.40
Gasoline				15.00						15.00
<b>TOTALS \$</b>	<b>134.57</b>	<b>112.57</b>	<b>12.00</b>	<b>553.71</b>						<b>812.85</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	USPS Conf	03/19/10	Lodging	100.57	Cash
Regular Travel	USPS Conf	03/19/10	Breakfast	6.00	Cash
Regular Travel	USPS Conf	03/19/10	Lunch	10.00	Cash
Regular Travel	USPS Conf	03/19/10	Dinner	18.00	Cash
Regular Travel	USPS Conf	03/20/10	Lodging	100.57	Cash
Regular Travel	USPS Conf	03/20/10	Incidentals	6.00	Cash
Regular Travel	USPS Conf	03/20/10	Breakfast	6.00	Cash
Regular Travel	USPS Conf	03/21/10	Breakfast	6.00	Cash
Regular Travel	USPS Conf	03/21/10	Incidentals	6.00	Cash
Regular Travel	USPS Conf	03/22/10	Parking, Auto	36.00	Cash
Regular Travel	USPS Conf	03/22/10	Auto Rental	156.31	Direct Charge
Regular Travel	USPS Conf	03/22/10	Commercial Air Fare	324.40	Direct Charge
Regular Travel	USPS Conf	03/22/10	Gasoline	15.00	Cash
Regular Travel	USPS Conf	03/22/10	Breakfast	6.00	Cash
Regular Travel	USPS Conf	03/22/10	Lunch	10.00	Cash
Regular Travel	USPS Conf	03/22/10	Incidentals	6.00	Cash

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	03/25/10-03/28/10
Total Expense Amount	624.08
Amount Due Employee	306.68
Form ID	TEA000623838

**DIRECTIONS FOR SUBMISSION**

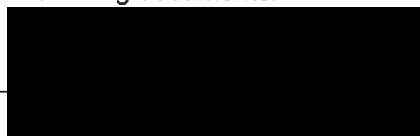
1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/25	Taxi Fare	16.00	
2)	03/26	Lodging	95.84	
3)	03/27	Lodging	95.84	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



## Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI  
Expense Dates 03/25/10-03/28/10  
Report Name RBOC Meeting

Request Total \$ 624.08  
Direct Charge Total - 317.40  
Travel Advances - 0.00  
Net Due Employee = 306.68

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	USCG Conference US Coast Guard Conf.	281.68
Regular Travel	RBOC Recreational Boaters of California Meeting	342.40

NOTE: (d)=Direct Charge

DATE	Thu Mar 25									TOTAL
Commercial Air Fare (d)	317.40									317.40
Parking, Auto	9.00									9.00
Taxi Fare	16.00									16.00
TOTALS \$	342.40									342.40

DATE	Fri Mar 26	Sat Mar 27	Sun Mar 28							TOTAL
Lodging	95.84	95.84								191.68
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Breakfast		6.00	6.00							12.00
Incidentals		6.00	6.00							12.00
TOTALS \$	123.84	135.84	22.00							281.68

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	RBOC	03/25/10	Commercial Air Fare	317.40	Direct Charge
Regular Travel	RBOC	03/25/10	Parking, Auto	9.00	Cash
Regular Travel	RBOC	03/25/10	Taxi Fare	16.00	Cash
Regular Travel	USCG	03/26/10	Lodging	95.84	Cash
Regular Travel	USCG	03/26/10	Lunch	10.00	Cash
Regular Travel	USCG	03/26/10	Dinner	18.00	Cash
Regular Travel	USCG	03/27/10	Lodging	95.84	Cash
Regular Travel	USCG	03/27/10	Lunch	10.00	Cash
Regular Travel	USCG	03/27/10	Dinner	18.00	Cash
Regular Travel	USCG	03/27/10	Breakfast	6.00	Cash
Regular Travel	USCG	03/27/10	Incidentals	6.00	Cash
Regular Travel	USCG	03/28/10	Breakfast	6.00	Cash
Regular Travel	USCG	03/28/10	Incidentals	6.00	Cash
Regular Travel	USCG	03/28/10	Lunch	10.00	Cash